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1 October 1951

MEMORANDUM FOR: AD/OSI - Attention: [REDACTED]
FROM : Executive Assistant Director, OCD
SUBJECT : Intelligence Information Officers for OSI Divisions
REFERENCE : Your request for comment on Memorandum dated
24 August 1951 from AD/OSI to OSI Divisions.

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1. So far as OCD is concerned the establishment of Intelligence Information Officers in each OSI Division should have a beneficial effect on our working relationships; and should not interfere with OCD functions if these officers are fully aware of OCD's current operating procedures and responsibilities under CIA Regulations.

2. The wording of the job description might be usefully clarified to avoid any future misunderstanding on the part of these officers, and the following suggestions are made for that purpose.

a. The Information Officer should perform a very useful function in helping the OSI analysts through his knowledge of the OCD reference services; but it should also be part of his job to facilitate direct contact of the OSI analysts with the OCD Divisions in appropriate cases. Our reference people have found that in many cases they can render better service if they have direct personal contact with the requester.

You may wish to include Graphics Register (GR) and Liaison Division (LD) among the OCD Divisions mentioned in your paragraph 2a.

b. The liaison functions of the Information Officer should be more clearly defined to make sure that he does not conflict with the assigned responsibilities of our Liaison Division under CIA

c. The description of collection functions should also make it clear that the Information Officer will coordinate his activities with our Liaison Division in order to avoid conflict with its responsibilities in this field, as defined in CIA [REDACTED]

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